



TEXAS DEPARTMENT OF LICENSING AND REGULATION

Education and Examination Division

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Responsibilities of a School

Distance Education: A formal instructional process in which the student and teacher are separated by physical distance and a variety of communication technologies are used to deliver instruction in theory to the student. Courses taught by distance education do not satisfy the requirements of the practical portion of the course curriculum.

- A school must properly account for the distance education hours granted and reported for each student.
- A school shall not engage in any act directly or indirectly that grants or approves student credit that is not accrued in accordance with Chapter 83.
- A school must maintain all relevant documents that account for a student's accrued hours.
- A school must maintain the verification method used for tracking student attendance and time for distance education.
- A school must report distance education hours by submitting to the department an electronic record of each student's hours in a manner prescribed by the department.

Note: Distance Education hours are the only form of hours which can be completed without the presence of an instructor. If a student accrues hours by clock or credit, only the time system being used to account for distance education hours should be used to eliminate the possibility of duplicate credit for students.

What to expect during inspection:

- Inspector will verify your Certificate of Approval to confirm you have been approved to offer distance education.
- Inspector will confirm the number of hours which have been approved for distance education.
- A school must provide documentation from the approved tracking system being used for attendance and time of students completing distance education.
- A school must provide a form of documentation clearly showing the number of hours completed in distance education for each student.

A new application will be required if any changes are made to the approved distance education hours. For any questions regarding distance education, please contact us at education@tdlr.texas.gov

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